

***CAMS Detail Labor Adjustments
& Summary Level Transfers
User Guide***

Summary Level Transfer Interface

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6.0 Summary Level Transfer Interface

The Summary Level Transfer (SLT) interface process allows a pre-described ASCII formatted text file to be loaded and processed by the system. The text file consists of three parts: a header record, detail records, and a trailer record. This interface is intended to be used for loading and processing large volume files. The file must reside on the users PC. The user must know the file's drive, directory, and filename. The same filename may not be loaded more than one time.

6.1 SLT Interface Outline

The following outline is used to process SLT Interface files:

<i>Step</i>	<i>Action</i>
1	Interface file will be created by the user.
2	The STDG022 - Summary Level Transfer Interface screen will be used to load and process the file.
3	If the file has fatal errors (e.g. trailer count does not agree with the number of detail rows), the file will reject and not load. The user must correct and reload the file.
4	If the file has non fatal errors (e.g. missing fields, invalid project), the user will use the STDG005 - Two Side Transfer Entry screen to access the assigned batch number and correct the errors.
5	Once all errors are correct the user submits the batch for processing.
6	Once the batch has successfully processed the user notifies FRD personnel by email. The email subject line must include the SLT Batch Number, dollar amount, and the date of the SLT.
7	FRD approves/disapproves the SLT batch and responds to the user using the REPLY ALL .

6.1.1 NOAA Business Rules for Summary Level Transfers

General Information. The Summary Level Transfer (SLT) process transfers costs, not resources. The process transfers dollar amounts as paid costs. Only amounts which have been costed to date should be included as SLT's; amounts in undelivered orders should not be transferred using the SLT process.

Two Types of Business Rules for SLTs. The SLT business rules are either systematic or administrative. The systematic rules are enforced by the edits programed in the SLT module: exceptions are not allowed. The administrative rules are NOAA specific and have been agreed to by the attendees of the NOAA Business Rules meetings. Administrative rules are not enforced by the SLT module; some rules include exceptions. Any transaction that violates an Administrative rule must be documented in the Notification Email to FRD; otherwise the entire batch will be rejected by FRD and will not be approved. The STDGERR Report has been developed to identify those SLT transactions that violate the Business Rules.

The following subsections include the NOAA Business Rules for processing the CAMS Summary Level Transfer screens STDG005 and STDG022.

6.1.1.1 Systematic Rules

- 1. Batch Totals FROM and TO Dollar and Hour Amounts must Match.** The SLT batch totals on the 'FROM' and 'TO' sides must have equal dollars and hours amounts.
- ◆ **Sign for Dollars and Hours must Match.** The SLT program requires that the dollar amount and the hour amount on the transaction line have matching value signs (i.e., + or -). The system will not process positive dollars and negative hours on the same transaction line. [Note: Positive amounts do not require the plus sign. Negative amounts must be indicated by the minus sign.]
- ◆ **Object Class Codes 31.1x and 32.xx are Not Allowed.** SLTs will not be processed for object class codes 31.1x or 32.xx (capitalized personal and real property). These transfers would cause problems in the tracking of property. Contact FRD personnel for guidance on transferring these object classes.
- ◆ **Accounting Data must be Valid.** The system requires that each SLT transaction include active accounting data. This includes the Fund Code Fiscal Year, Project Code, Task Code, Organization Code and Object Class Code.
- ◆ **Funds Checking.** The SLT process performs real time funds checking. Resources must be available to incur the cost transferred on the TO side of the transaction. Negative amounts shown on the FROM side of the transaction are also subject to the funds checking procedure. (Reference Section 2, Administrative Rules, sub-paragraph 8.)

6.1.1.2 Administrative Rules

- ◆ **Labor Dollars Must have Hours.** Transfers of labor object classes (i.e., those object classes that contain the value '11' in the first two positions) will also include the appropriate number of hours when the dollars are greater than \$10.00. Transfers of labor object classes for an amount of less than \$10.00 do not have to include the associated number of hours.

Exception: Object class 1159. Labor dollars citing object class 1159 do not have hours.

- ◆ **Match Object Classes.** A transfer must have the same object class on both sides of the transaction. The transfer dollar amounts and total hours for the FROM and TO sides of the transaction must match by the object class.

Exception: SLTs used to correct a mistaken object class on the original obligating document may cross object classes. In each of these instances the notification email to FRD must explain why the transfer of object classes was appropriate.

- ◆ **Surcharge Object Classes.** SLTs will not be processed for any surcharge object class (i.e., 1160, 1210, 7787, 7788, 7789, or for 2319 on the reimbursable project codes.)

Exceptions: The following exceptions to the above surcharges rule are:

- ▶ NOAA Budget Office may submit transfers to the NOAA Corporate Cost using object class 7787.
- ▶ Transfers to object class 2319 for reimbursable projects may only be made by the Reimbursable staff where approved rent waivers exist.
- ▶ With the concurrence of the NOAA Budget Office LOs may submit transfers to surcharge object classes to correct problems associated with adjustments made after changes to surcharge rates. Prior to processing a SLT for these object classes coordinate with the CAMS Budget and Cost Accumulation Team to determine the impact of the transfer.
- ▶ Transfers of object classes 7788 or 7789 should be prepared only by the Finance Reimbursable staff for approved waivers and by Finance with written concurrence from the NOAA Budget Office for LO's realigning or distributing indirect costs.

- ◆ **Surcharge Offset Project Codes.** SLTs are not allowed to the surcharge offset project codes 09WE0FF, 09WG0FF, 09WG0FL, 09WL0FF and 09P10FF.
- ◆ **Leave and Benefit Projects.** The following rules apply to the leave and benefit projects 09WLVxx and 09WEC70:
 - ▶ SLTs using the leave and benefit projects 09WLVxx or 09WEC70 FROM or TO another project are not allowed.
 - ▶ Transfers changing the organization codes for transactions using the leave and benefit projects are allowed.
 - ▶ Authorized transfer transactions involving the leave and benefit projects must have the FROM and TO sides dollar amounts and hours total in agreement.
- ◆ **FROM and TO Fund Code Fiscal Year must Match.** Both the 'FROM' and 'TO' sides of a transaction must cite the same Fund Code Fiscal Year (FCFY). Cost from one FCFY may not be transferred into another FCFY. For example, costs recorded against FCFY 2003 may not be transferred into FCFY 2004.
- ◆ **Transfers between FMCs.** Any cost transferred between FMCs requires the approval of the affected FMC. The FMC performing the SLT must email the affected FMC requesting that they forward the email to FRD with a statement that they concur with the SLT action and it is appropriate for approval. The only exception for requiring email approvals from both FMCs is when they are both in the same LO and the LO submits the approval request to FRD.
- ◆ **Ensure Resource Availability.** The FMC entering and submitting the SLT is responsible for ensuring that all transfers to a Project Code and Organization Code have adequate resources available for them. The 'funds check' performed by the SLT process is based on the status of the CAMS Funds Balance table.

6.2 SLT Interface Screen (STDG022)

The following is an illustration of the Summary Level Transfer Interface (STDG022) screen, which will be used for loading/processing interface files:

Users perform the following steps to access the STDG022 - Summary Level Transfer Interface screen:

Step	Action
1	Log into CAMS. <i>Please refer to Section 1.3 and/or the CAMS Access & Navigation section for additional information related to system access.</i>
2	From the Navigator menu, click on Summary Level Transfer folder.
3	Click on Interface folder.
4	Select the STDG022 - Summary Level Transfer Interface menu option to display the Loading/Processing File screen
5	Click Status push button to display the SLT Interface Screen Loading/Processing File Status screen.

6.2.1 Loading/Processing File

Users perform the following steps to load and process an interface file:

Step	Action
1	Select the STDG022 - Summary Level Transfer Interface menu option.
2	Position the cursor in the <i>Option</i> field and click on the down arrow to display a list of available options. Select the Load and Process File option
3	Position the cursor in the <i>GL End Date</i> field and enter the date in the format of <i>DD/MMM/YYYY</i>

Step	Action
4	Position the cursor in the File Name field and enter the text file's drive, directory and filename OR Click on the Browse push button to select the file from a local drive. <ul style="list-style-type: none"> ▶ The Open file is displayed. ▶ Select the appropriate file; the filename is displayed.
5	Move to the Note field and type applicable text.
6	Click on the Submit push button.
7	Click on the Status push button to display the SLT Interface Screen - Loading/Processing File Status screen. <i>Note: To view the status of all files, leave the File Name field blank.</i>
8	To clear the data entered, click on the Clear push button and respond YES to the system prompt " Do you want to clear the data entered? "

Note: If a user enters invalid data, or neglects to enter required data, the system displays an error message.

6.2.2 Loading/Processing File Status

The SLT Interface Screen - Loading/Processing File Status allows the user to view the data loading file process by clicking the Status push button on the SLT Interface (STDG022) screen. The following is an illustration of the STDG022 - SLT Interface screen with loading/processing file status information:

Loading/Processing File Status				
File Seq	File Name	Load Status	Mod By	Mod Date
6	C:\a\PL_CAMS_TEST5.txt	PPASS	OPS\$NFANNL	31-MAY-2002 13:37:51
5	C:\a\PL_CAMS_TEST4.txt	PERROR	OPS\$NFANNL	31-MAY-2002 13:23:12
4	C:\a\PL_CAMS_TEST3.txt	PERROR	OPS\$NFANNL	31-MAY-2002 13:20:08
3	C:\a\PL_CAMS_TEST3.txt	LFAIL	OPS\$NFANNL	31-MAY-2002 13:15:05
2	C:\a\PL_CAMS_TEST2.TXT	PERROR	OPS\$NFANNL	19-APR-2002 13:34:50
1	C:\a\PL_CAMS_TEST.TXT	PFAIL	OPS\$NFANNL	19-APR-2002 13:30:40

Note: testing for the SLT interface

View Error Back

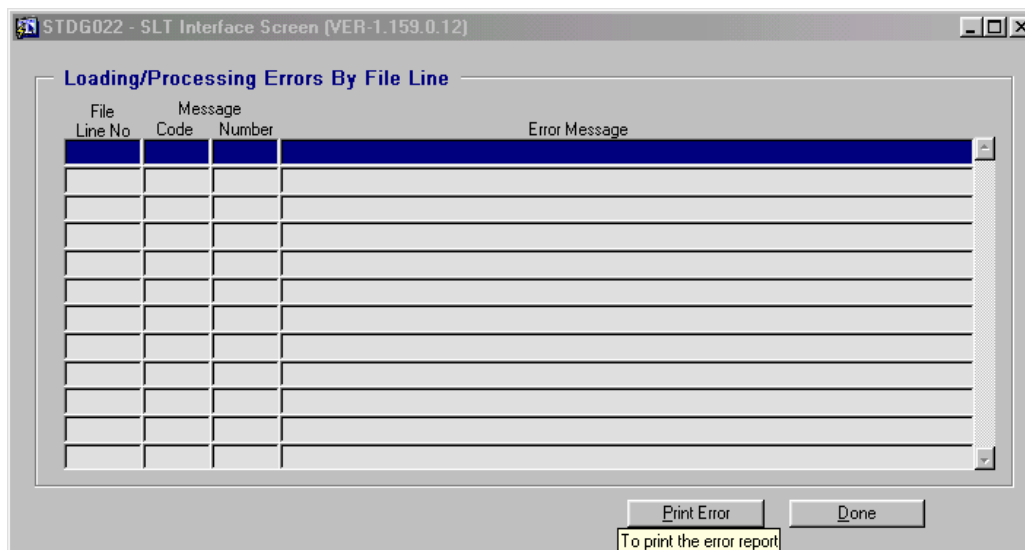
Users perform the following steps to review loading/processing file status:

Step	Action
1	Select the STDG022 - Summary Level Transfer Interface menu option and click on the Status pushbutton.
2	Sequential numbers are generated as files are loaded. The system displays the File Seq, File Name, Load Status, Mod By , and Mod Date information for each file.
3	Clicking on a specific file line will display applicable Notes , for the selected file, in the lower left corner of the screen. The bottom right corner of the screen includes View Status or View Error and Back push buttons. <i>Note: If a file contains errors a View Error pushbutton displays instead of View Status.</i>
4	Clicking on the View Status or View Error push button displays the batch information screen. <i>Note: Depending upon the status for a specific file, the view button will be either View Status or View Error.</i>
5	Clicking on the Back push button returns to the previous screen.

6.2.2.1 Batch Load Failure

The SLT Interface Screen - Loading/Processing Errors by File Line allows the user to view errors for transfer files which fail the loading process. These files will have a Load Status of **PFAIL** or **LFAIL**.

The following is an illustration of the STDG022 - SLT Interface Screen - Loading/Processing Errors by File Line:



This screen includes the following elements:

<u>Element</u>	<u>Definition</u>
<i>Line No</i>	Identifies the line number with the error
<i>Message Code Number</i>	Displays the message code; ST = Summary Level Transfers Internal number assigned to identify the error
<i>Error Message</i>	Definition of the error
<i>Print Error</i>	Push button used to generate a report containing error information for a specific batch
<i>Done</i>	Push button used to exit the screen

Users perform the following steps to view error information:

<i>Step</i>	<i>Action</i>
1	Select the STDG022 - Summary Level Transfer Interface menu option and click on the Status pushbutton.
2	Select the specific file and click on the View Error push button. <i>Note: Depending upon the status for a specific file, the view button will be either View Status or View Error.</i>
3	STDG022 - Summary Level Transfer Interface Loading/Processing Errors by File Line details will be displayed for the selected batch.
4	Click on the Done push button to return to the previous screen.

6.2.2.2 Batch Containing Errors

The SLT Interface Screen - Batch Information allows the user to view errors and/or see the batch number for the transfer file. When a transfer file has successfully loaded, but errors are contained within the batch, the Load Status is ***PERROW***.

The following is an illustration of the STDG022 - SLT Interface screen with batch error information:

The screenshot displays the 'STDG022 - SLT Interface Screen (VER-1.159.0.12)'. It features a 'Batch Information' section at the top and a table of error messages below.

Batch Information

Batch No	Reason
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Message

Item No	Line No	Code	Number	Error Message
100	7	ST	10603	Invalid/inactive fund code and project combination in detail ACCS.
100	7	ST	10604	Invalid/inactive program code in the detail ACCS.
100	7	ST	10605	Invalid/inactive org code in the detail ACCS.
100	7	ST	10705	No valid trans_code for this record.
100	8	ST	10102	Total amounts/units per customer/vendor on the FROM and TO side are not equal.
100	8	ST	10601	Invalid/inactive project code in detail ACCS.
100	8	ST	10602	Invalid/inactive task code in detail ACCS.
100	8	ST	10603	Invalid/inactive fund code and project combination in detail ACCS.

Buttons: Print Error, Done

The SLT Interface Screen - Batch Information (STDG022) includes the following elements:

<u>Element</u>	<u>Definition</u>
Batch No	The batch number created by the system and assigned to the file
Reason	The reason entered on the transfer batch
Item No	Determines the From (100) or To (200) side of the transfer
Line No	The line number the error applies to
Message Code	ST = Summary Transfer
Message Number	Internal number assigned to identify the error
Error Message	Definition of the error
Print Error	Push button used to generate a report containing error information for a specific batch
Done	Push button used to exit the screen

Users perform the following steps to view batch information:

<i>Step</i>	<i>Action</i>
1	Select the STDG022 - Summary Level Transfer Interface menu option and click on the Status pushbutton.
2	Select the specific file and click on the View Status push button. <i>Note: Depending upon the status for a specific file, the view button will be either View Status or View Error.</i>
3	STDG022 - Summary Level Transfer Interface Batch Information details will be displayed for the selected batch.
4	Click on the Done push button to return to the previous screen.

6.2.2.3 SLT Text File Layout

The SLT text file will be a pre-described formatted ASCII file. The file will consist of three parts: a header record, detail records, and a trailer record. The Header record will be the first line of the text file. The trailer record will be the last line of the text file. The detail records will appear between the header and trailer records. There is no limit to the number of detail records. However, the larger the file the longer the system will require to complete the process. Users should inform the CAMS Client Services on 301-427-1023 when processing a file containing more than 500 lines.

The SLT Text file layout is provided below:

The File layout for the header information. The file must contain one header record and it must be the first line in the file.

<i>Column</i>	<i>Starting Position</i>	<i>Length</i>	<i>Type</i>	<i>Required?</i>	<i>Description</i>
<i>Control/Detail Indicator</i>	1	1	Char	Required	Use "C" to indicate the line is for the transfer header.
<i>Two-sided or single sided indicator</i>	2	1	Number	Required	Use "2" to indicate this is a transfer.
<i>Bureau Code</i>	3	2	Number	Required	Use '14' for NOAA
<i>Total Amount</i>	5	17	Number	Required	The total amount for the transfer. The number may be left or right justified. Examples of valid formats are: 128335.50, 128335, -128335.50, +128335.50
<i>Total Units</i>	22	15	Number	Required	If transferring units (e.g. HOURS), this is the number of units. The format is the same as amount above. If transferring amounts only theTotal Units field will be 0.
<i>Suggested Approver</i>	37	6	Number	Optional	Leave this field blank
<i>Contact</i>	43	80	Char	Optional	Free format text for the contact person and phone number
<i>Reason</i>	123	100	Char	Required	Free format text for the reason of the transfer. Please insert enough of a description to identify the organization and type of activity. (E.g. NLSC-CLS Inventory Issues)

Detail rows (Both From and To side of the transfer):

<i>Column</i>	<i>Starting Position</i>	<i>Length</i>	<i>Type</i>	<i>Required?</i>	<i>Description</i>
<i>Control/Detail Indicator</i>	1	1	Char	Required	Use "D" to indicate the line is for the transfer detail information

<i>Column</i>	<i>Starting Position</i>	<i>Length</i>	<i>Type</i>	<i>Required?</i>	<i>Description</i>
<i>From/To Flag</i>	2	1	Char	Required	Use “F” to indicate the record is the “from” side, “T” for the “to” side.
<i>Fund Code Fiscal Year</i>	3	4	Number	Required	The fund code fiscal year for the detail transfer record. (E.g. 2002)
<i>Project Code</i>	7	7	Char	Required	The CAMS format project code
<i>Task Code</i>	14	3	Char	Required	The CAMS format task code
<i>Org1 Code</i>	17	2	Number	Required	The level 1 of the org code (e.g. 01,06,10, etc)
<i>Org2 Code</i>	19	2	Number	Required	The level 2 of the org code (e.g. 00,01,02, etc)
<i>Org 3 Code</i>	21	4	Number	Required	The level 3 of the org code (e.g. 0001,9765, etc)
<i>Org 4 Code</i>	25	2	Number	Required	The level 4 of the org code (e.g. 00, 01, etc)
<i>Org 5 Code</i>	27	2	Number	Required	The level 5 of the org code (e.g. 00, 01, etc)
<i>Org 6 Code</i>	29	2	Number	Required	The level 6 of the org code (e.g. 00, etc)
<i>Org 7 Code</i>	31	2	Number	Required	The level 7 of the org code (e.g. 00, etc)
<i>Object Class</i>	33	4	Number	Required	Object Class (e.g. 1112, 2610)
<i>Sub object class</i>	37	4	Number	Required	Use ‘0000’ since NOAA is not using sub object classes
<i>User Defined ACCS</i>	41	6	Number	Required	Use ‘000000’ since NOAA is not using this.
<i>Customer/Vendor Flag</i>	47	1	Char	Required	Use “V” for Vendor
<i>Customer/Vendor Number</i>	48	10	Number	Required	Use a vendor code that will be set up to indicate that this is a transfer within NOAA. Use ‘9999999999’
<i>Customer Contact or Vendor ID</i>	58	6	Number	Required	Use ‘000001’
<i>Amount</i>	64	15	Number	Required	The amount of this detail line. Both the from and to will normally be a positive number. However if the amount is negative include a preceding minus sign. The amount may be either left of right justified.

<i>Column</i>	<i>Starting Position</i>	<i>Length</i>	<i>Type</i>	<i>Required?</i>	<i>Description</i>
<i>Unit Quantity</i>	79	10	Number	Required	The quantity to be transferred. Both the from and to will normally be a positive number. However if the dollar amount is negative include a preceding minus sign for the quantity. The quantity may be either left of right justified. This cannot be a null value but may be 0.
<i>Unit Code</i>	89	6	Char	Optional	The code for the Units. This is required if the Unit Quantity is entered. If entered it must be a valid unit code from CAMS (e.g. HOURS)
<i>Reference Number</i>	95	20	Char	Optional	This is for information purposes only. This could be a tie back to the feeder system (e.g. "NCDC-CSL" or it could tie to a specific feeder system number.

The file layout for the trailer information. This record is used by the interface to insure that the correct number of rows were received. There must be one trailer record and it must be the last row in the file.

<i>Column</i>	<i>Starting Position</i>	<i>Length</i>	<i>Type</i>	<i>Required?</i>	<i>Description</i>
<i>Control/Detail Indicator</i>	1	1	Char	Required	Use "T" to indicate the line is for the transfer trailer record.
<i>Record Count</i>	2	10	Number	Required	The record count of number of records included in this batch (including the header and detail lines, but not trailer record).

6.2.2.4 SLT Interface Error Report (STDG104)

The SLT Interface Screen - Batch Information (STDG022) also allows users to generate an error report for a particular batch. Executing the Summary Level Transfer Error report opens the Report Previewer (STDG104). The STDG104 Previewer provides users with on-line viewing and printing capabilities of administrative errors.

Users perform the following steps to view batch information:

<i>Step</i>	<i>Action</i>
1	Click on the Print Error push button from the STDG022 - Summary Level Transfer Interface Batch Information details.
2	Click on the Run Report button to launch the report and display output on the STDG104 Previewer .
3	Click on the Print icon to print a copy the report on a local printer.

To view an example of the Summary Level Transfer Error Report refer to Section 7.2.2 of this user guide.

6.2.2.5 SLT Administrative Error Messages

The administrative error messages are as follows:

Amount and unit quantity cannot be of different signs.
Detail data is missing.
Either TO side or FROM side transfer record is missing.
FROM and TO side total amounts are not equal.
FROM and TO side total amounts per unit code are not equal.
FROM and TO side total units are not equal.
FROM and TO side total units per unit code are not equal.
Fund Code Fiscal Year is invalid for this GL End Date.
Fund code fiscal year cannot be null.
GL End Date is invalid/closed.
Invalid customer/vendor flag.
Invalid/inactive fund code and project combination in detail ACCS.
Invalid/inactive object class in the detail ACCS.
Invalid/inactive org code in the detail ACCS.
Invalid/inactive program code in the detail ACCS.
Invalid/inactive project code in detail ACCS.
Invalid/inactive task code in detail ACCS.
Invalid/inactive unit code.
No valid trans_code for this record.
Object class code of this transaction is restricted. Please check with STDG023
for object class restrictions.
Reason is required for the transaction.
There are no funds available for this line item.
There is not enough funding for this transfer.
This line item is not established in FM001.
Total amounts/units per customer/vendor on the FROM and TO side are not equal.
Total transfer amount and the control total amount are not equal.
Total transfer amount is zero.
Total transfer units and the control total units are not equal.
Unexpected error in checking funds balance.
User defined ACCS cannot be null.

6.3 View/Correct Summary Level Transfer Interface Entry

All errors will be corrected via the Two-Sided Summary Level Transfer Entry Screen (STDG005). Detailed instructions to access the STDG005 screen are provided in Section 4 of this User Guide.

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